



**JOB OPPORTUNITY
BUREAU OF CHOICE PROGRAMS**

ASSOCIATE EDUCATION CONSULTANT

EDUCATION CONSULTANT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!**

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting # 00062327 – File #767

Salary Range: Associate Education Consultant - \$81,893 – \$105,251
Education Consultant - \$88,804 – \$113,450

Closing Date: June 12, 2012

General Knowledge:

The Connecticut State Department of Education is currently recruiting for an Associate Education Consultant or Education Consultant position within the Bureau of Choice Programs. **The job class will be based on the credentials of the candidate.**

General Statement of Duties:

An opportunity for a program manager to provide leadership and technical assistance in the area of public school choice for Connecticut's public schools. Key responsibilities will include being a consultant for the interdistrict magnet school program and other public school choice related programs determined by the Bureau. Other significant work will include working with the Sheff Office to expand enrollment in interdistrict magnet schools related to the desegregation standards in the second *Sheff v. O'Neill* Agreement. Responsibilities and assignments may change to meet departmental needs.

Example of Duties:

- Oversight of the interdistrict magnet school program. This will include managing the interdistrict magnet school grant, providing technical assistance to interdistrict magnet school operators as well as serving as the Bureau's contact with stakeholder and public inquiries about the program;
- Oversight of other public school choice related programs to be determined by the Bureau. This may include researching existing or potentially new public school choice opportunities in Connecticut and determining the efficacy and technical assistance needs for such programs;

- Assist school districts in developing new magnet schools with unique themes capable of reducing racial, ethnic and economic isolation;
- Program monitoring of state and federal laws and regulations, preparation of district, state and federal reports, data analysis and grant management;
- Identification and dissemination of best practices and models that evolve from interdistrict magnet schools; and
- Perform other duties and special assignments as requested by the Bureau Chief.

Qualification:

Knowledge, Skill and Ability:

Knowledge of the philosophy and methods of education, with particular reference to school choice programs in Connecticut; skill in report writing; data analysis; experience in developing and managing grants; knowledge of laws governing public school choice programs in Connecticut; knowledge of public school systems; familiarity with national trends and state practices related to public school choice programs; knowledge of implementation of desegregation plans; knowledge of magnet school operation and transportation funding models; ability to facilitate and contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

Education Consultant: An earned advanced degree and eight (8) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

An advanced degree in the field of education, educational measurement and assessment, or educational administration and demonstrated skills in oral and written communication, decision making, and delivering presentations. Candidates should indicate a record of successive advancements. Candidates should demonstrate familiarity with state laws concerning public school choice programs; expertise in professional development; experience in evaluation of program effectiveness; and the ability to communicate and work cooperatively with persons in the Department and in the field concerning relevant quality educational programs in public school choice settings such as interdistrict magnet schools, OPEN CHOICE programs, charter schools, and other full and part time interdistrict programs.

The Department encourages applicants who do not meet the stated qualifications but believe they possess equivalent qualifications to submit written statements indicating how their background and experience qualify them for the position.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Interested candidates should reference announcement #767, submit a letter of application and resume with details of experience and training, three pertinent professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

**Department of Education
Mark O. Linabury, Bureau Chief,
Bureau of Choice Programs
165 Capitol Avenue – Room 302
Hartford, CT 06106
Telephone: (860) 713-6556
Fax: (860) 713-7021
E-Mail: mark.linabury@ct.gov**

*Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.***

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. Levy.Gillespie@ct.gov.”

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